

Example 30

| PROCEDURE FOR DOCUMENT CONTROL | Form 30 Completed by: <u>Jeff Miller</u> Date: <u>3/10/00</u> | | | | |
|---|--|--|---------------------|--|--|
| Prepare procedure(s) to establish and maintain document control of the EMS documentation. | | | | | |
| <p><i>Fort Anywhere Motor Pool</i> <i>EMS Procedure #14: Document Control</i> <i>Issue Date: March 10, 2000</i></p> <p><u><i>I. Purpose</i></u></p> <p><i>To provide a standard procedure to create, review, distribute, and implement the documents that describe and control the company's EMS. The procedure applies to the following documents (and any changes to them) which must be controlled, including:</i></p> <ul style="list-style-type: none"><i>• environmental policy</i><i>• EMS manual</i><i>• EMS procedures</i><i>• EMS work instructions</i><i>• EMS and environmental records, forms, checklists, and drawings</i> <p><u><i>II. Definitions</i></u></p> <p><i>(none)</i></p> <p><u><i>III. Supporting Documents</i></u></p> <table border="0"><thead><tr><th data-bbox="131 1123 803 1186"><u><i>Document Identification</i></u> <i>(none)</i></th><th data-bbox="803 1123 1489 1186"><u><i>Title</i></u></th></tr></thead><tbody><tr><td colspan="2"></td></tr></tbody></table> <p><u><i>IV. Procedure</i></u></p> <p><i>EMS Manual procedures are:</i></p> <ol style="list-style-type: none"><i>1. Two copies of the EMS Manual is located in the EMS Coordinator's office. Only one controlled copy may leave his/her office. The distribution of the EMS Manual is the responsibility of the EMS Coordinator. A list of who has or have shall be maintained by the EMS Coordinator.</i><i>2. Controlled copies will be stamped "Controlled" with the distribution date.</i><i>3. Employees with a controlled copy of the EMS Manual is responsible for its safekeeping.</i><i>4. The EMS Coordinator may distributed uncontrolled copies. All uncontrolled copies must be stamped "Uncontrolled - For Reference Only".</i> <p><i>Procedures for the EMS Procedures and Work Instructions are:</i></p> <ol style="list-style-type: none"><i>5. The EMS procedures and work instructions are controlled as per Procedure # and is the responsibility of the EMS Coordinator.</i><i>6. Controlled copies of the EMS procedures and work instructions shall be maintained in the EMS Coordinator's office, the auto maintenance garage near employee board, and a copy in the Motor Pool Office.</i> | | <u><i>Document Identification</i></u> <i>(none)</i> | <u><i>Title</i></u> | | |
| <u><i>Document Identification</i></u> <i>(none)</i> | <u><i>Title</i></u> | | | | |
| | | | | | |

Example 30

| PROCEDURE FOR DOCUMENT CONTROL | Form 30 (continued) Completed by: <i>Jeff Miller</i> Date: <i>3/10/00</i> |
|---|--|
| Prepare procedure(s) to establish and maintain document control of the EMS documentation. | |
| <p><i>Fort Anywhere Motor Pool</i> <i>EMS Procedure #14: Document Control</i> <i>Issue Date: March 10, 2000</i></p> <p><u><i>IV. Procedure (continued)</i></u></p> <ol style="list-style-type: none"><i>7. The EMS Coordinator will be responsible for distributing new and revised procedures and work instructions.</i><i>8. Controlled copies will be stamped "Controlled" with the distribution date.</i><i>9. Employees with a controlled copy of EMS procedures and work instructions are responsible for signing the Distribution list and maintain the controlled copy's safekeeping.</i><i>10. The EMS Coordinator may distributed uncontrolled copies. All uncontrolled copies must be stamped "Uncontrolled - For Reference Only".</i> | |